

# City and Borough Sitka, Alaska

## Class Specification

Class Title	Asset Manager
Class Code Number	5103
FLSA Designation	Exempt (Public Works)
Pay Grade and Range	36
Effective Date	August 2023

### General Statement of Duties

This position is highly responsible for technical work and specialized knowledge of field of infrastructure design, development, and implementation of asset management. This position is will also be responsible for maintaining the City and Borough of Sitka's (CBS) Asset Management Program that outlines and establishes a set of planned actions, based on best practice, which will enable assets to provide a desired and sustainable level of service, while managing risk at the lowest life cycle cost.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the design and program framework, including program goals, strategies, and performance measures, and developing needed asset management policies.

This position will manage and coordinate physical inspection, evaluation, and rating of CBS infrastructure as a prequel to developing maintenance and capital replacement programs. The work is performed under the direct supervision of the Municipal Administrator, but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department Directors and City employees, State and Federal officials, outside contractors/consultants and the public. The principal duties of this class are performed in both a general office environment and in various work sites throughout the City and Borough.

### Examples of Essential Work (Illustrative Only)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Design, develops, interpretation and provide expertise and leadership delivering a risk-based infrastructure asset management program consistent with goals and objectives of the CBS.
- Ranks the conditions of the targeted facilities based upon developed criteria to determine life

remaining, life extension through maintenance activities, risk analysis of failure probability and associated consequences.

- Coordinates the production of maps in the GIS environment for water, wastewater, streets, storm drain, traffic, electric utility, harbors infrastructure, and other facilities reflecting existing conditions, projected decline of facilities, remaining life, and potential life extension utilizing established condition assessment software.
- Plan work to be accomplished, set program goals, and prepare preliminary budget information.
- Coordinates work with CBS staff assigned from operations divisions, other departments or outside agencies to support the asset management program.
- Defines and implements approved asset management policy, processes and procedures for CBS infrastructure aligned with CBS goals and objectives.
- Directly supervise the employees in the position of GIS/CAD Specialist and supervises, evaluates, and reports on the associated work output managed by other maintenance and operational divisions.
- Develops, reviews, analyzes, evaluates, and prioritizes data to make recommendations to assist in the development of annual maintenance and capital improvement programs for CBS infrastructure.
- Review and prove quality control for the reports, products, and practices, produced by subordinates.
- Ensures Asset Management Plan is developed and maintained consistent with City goals and objectives and industry best practices.
- Ensures that the asset management policy recommendations are properly approved and communicated before implemented.
- Ensures asset data and assessments are accurate, timely and updated appropriately to enable decision making and planning for maintenance and capital programs.
- Ensures completion of assigned goals and objectives.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- Interacts professionally and respectfully with the public, coworkers and others in the course of daily work.
- Oversee the work of contractors used for the development, improvement and/or implementation of asset management systems.
- Perform technical research as related to specific programs or systems and presents findings in verbal or written format to superiors, co-workers and or the public.
- Review and provide technical expertise and assistance to subordinates and other department staff regarding policies, procedures and methods related to asset management.
- Investigate grievances involving asset management output and supervision.
- Performs other duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of modeling systems, mobile technologies, inventory control and management systems as applied to asset management.
- Comprehensive knowledge of terminology principals and equipment used in infrastructure asset management including how infrastructure is maintained, operated, and preserved.
- Comprehensive knowledge of local, State, and federal laws, statutes, and ordinances.
- Comprehensive knowledge of geographic information systems including software, equipment, and symbols.
- Thorough knowledge of system performance measurement concepts and methods.
- High level of statical analysis methods and mathematics.
- Must have familiarity with municipal procurement process and procedures.

- Must possess the initiative to manage multiple tasks independently with little direct supervision.
- Must be team oriented and can transparently discuss issues with immediate supervisor as well as customer divisions and subsequently, prioritize various tasks and develop an action plan to achieve the desired goals.
- Must possess skills in managing time, setting priorities, planning, and organizing work and where appropriate work of other employees to achieve specific objectives in the most efficient way possible within the resources available.
- Must be able to work efficiently with little supervision, a high degree of independent judgment and reasoning, and have an aptitude for problem assessment and problem solving.
- Must be a self-starter with a capacity and ability for collaborative thinking and strong task prioritization.
- Must have strong oral and written communication skills, strong interpersonal skills and demonstrated ability to effectively communicate at all levels within and across the organization.
- Ability to keep current with emerging asset management concepts, principles, and practices.
- Efficient in collecting and analyzing technical information and to develop logical solutions or alternatives to problems.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a bachelor's degree in mathematics, Civil Engineering, GIS, Construction, Planning, or similar field is required.
- Must have five years of progressive experience in infrastructure management performing planning, design and construction or similar field, including one year as an Asset Manager or equivalent classification.
- Must have experience in computerized maintenance management systems, database management, and software tools including GIS, SCADA, etc. Additional education and/or experience may substitute for the required collection and will be determined on a case by case.

#### **Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska.
- Successful completion of a background investigation is required prior to employment.

#### **Essential Physical Abilities and Workplace Environment**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, which permits the employee to survey public works structures and review work in progress.
- Sufficient manual dexterity, which permits the employee to operate engineering tools and computer equipment.
- Sufficient personal mobility and physical reflexes, which permits the employee to visit various work sites within the City and Borough.

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- Ability to safely climb and/or lift equipment used for Asset Management data collection weighting up to 30 lbs.
- Work may be performed outdoors in various locations to include environmentally sensitive areas that are subject to inclement weather such as cold, rough unstable terrain, and wet conditions.

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